

Assistant Headteacher

Person Specification

Factors	Essential	Desirable
Leading a Catholic Residential Special School		
▪ Practising Catholic		✓
▪ Understanding of the distinctive nature of the Catholic school	✓	
▪ Commitment to Catholic education	✓	
▪ Ability to develop the Christian life of the school	✓	
Ability to offer, by personal example, a witness to Gospel values	✓	
Qualifications		
▪ Qualification Teacher Status and evidence of leadership and management delivery	✓	
▪ SENCo, Post graduate or MA qualification	✓	
▪ Evidence of commitment to own professional development	✓	
Experience		
▪ Successful teaching experience	✓	
▪ Successful leadership and management experience		✓
• Experience of teaching SEN	✓	
Personal Qualities		
▪ A creative and strategic thinker	✓	
▪ Stamina, energy, resilience and sense of humour	✓	
▪ Ability to build and lead effective teams	✓	
▪ Ability to have a reflective understanding of the strategic overview whilst managing operational needs of the school	✓	
▪ Ability to prioritise tasks	✓	
▪ Ability to inspire, motivate and support learners, staff and governors	✓	
▪ Ability to gain the trust of families	✓	
▪ Ability to speak with confidence for the community in a variety of contexts	✓	
▪ Excellent interpersonal skills	✓	
Knowledge and understanding		
▪ An understanding of global and national trends particularly in SEN		✓
▪ Good knowledge and understanding of a range of SEN Practices	✓	
▪ The ability to plan strategically within Education and to monitor and evaluate the outcome of planning	✓	
▪ The ability to lead and understand change, creativity and innovation	✓	
▪ Knowledge and understanding of leadership styles	✓	

▪ Knowledge and understanding of the processes of self-evaluation, leading to school improvement	√	
▪ Knowledge and understanding of the statutory role of governors		√
▪ Knowledge and understanding of strategies for raising the personal and academic achievement of all learners	√	
▪ Knowledge and understanding of curriculum leadership	√	
▪ Knowledge and understanding of strategies for improving teaching and learning and the use of assessment for learning	√	
▪ Knowledge and understanding of new technologies, and of their use and impact to support learning	√	
▪ Knowledge and understanding of the collection and use of data to support achievement	√	
▪ Commitment to equal opportunities throughout the school	√	
▪ Knowledge of staff management issues, including pastoral care, performance management and professional development	√	
▪ Knowledge of strategies for developing effective teachers	√	
▪ Effective budgetary management and knowledge of financial control systems		√
▪ The ability to communicate orally and in writing with all those with an interest in the school	√	

Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.